



# COMMISSIONERS COURT CONTRACT FORM

## CONTRACT SUMMARY

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### **SUBJECT:**

Approve and authorize the County Judge to sign the Professional Services Agreement between the County of El Paso and RFD & Associates, Inc. (Contract No. 2019-0509) Funding is available in GF-ITD-CONTR SVC-GEN.

### **ADDITIONAL BACKGROUND:**

The Information Technology Department (ITD) is responsible for the management and maintenance of the County's Relational Database Management Systems (RDBMS). These systems house data for departments within the County that use internal and third party applications such as CasePortal, Munis, ILeads and NovusAgenda. These (RDBMS) systems require regular maintenance to provide uninterrupted service to El Paso County Departments. Mission critical applications require uninterrupted access to these services. Currently, ITD employs a single Database Administrator that manages and maintains these systems.

In our effort to provide business continuity, this agreement will provide on-demand support for these database systems on an as-needed basis. In the event of an emergency and/or if the Database Administrator is unavailable, these services allow for systems continuity. Support may also be utilized when the Database Administrator is unavailable for extended periods of time.

Pricing provided through Texas DIR Contract No. DIR-TSO-3525 which does not expire until October 31, 2019.

Purchase Order 21909785 was approved and converted by Purchasing Department on July 9, 2019.

Legal Review was required and has been completed by the County Attorney's office dated August 2, 2019.

### **FISCAL IMPACT:**

Funds are available in GF-ITD-CONTR SVC-GEN COGF-1000-0000000-431-10-11140-0001-00000-60140 for a total of \$21,500 for a one year term.

### **PROJECTED 3 YEAR FISCAL IMPACT**

The fiscal impact forecasted over the next 3 years totals \$ 64,500 on a as needed basis.

- Year 1 - \$ 21,500.00
- Year 2 - \$ 21,500.00
- Year 3 - \$ 21,500.00

**PRIOR COURT ACTION:**

On November 19, 2018, Commissioners Court approved Contract No. 2018-0685 under agenda item #3-H.

**RECOMMENDATION:**

Authorize the County Judge to sign the Professional Services Agreement between the County of El Paso and RFD & Associates, Inc. as per Contract No. 2019-0509.

**BASIC CONTRACT DETAILS**

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CONTRACT NO.: 2019-0509

CONTRACT TITLE: ITSAC Database Administrator 3 / Core Technology / DIR TSO-3525 / Yr 2019-2020

SECOND PARTY: RFD & Associates, Inc.

CONTRACT TYPE: Software License/Installation/Support

**TERM AND BUDGET DETAILS**

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TERM: 1 Year

EXTENSION OPTIONS:

EFFECTIVE DATE: 8/2/2019

MOD EFFECTIVE DATE (If Applicable): 01/01/0001

EXPIRATION DATE: 08/02/2020

MOD EXPIRATION DATE (If Applicable): 01/01/0001

EXTENSION DEADLINE DATE (If Applicable): 01/01/0001

AMOUNT: 0

MOD AMOUNT (If Applicable):

**APPROVALS**

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COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Chris Sullivan

LEGAL REVIEW: Approved as to Form as Submitted

LEGAL REVIEW NOTES (If Applicable): DIR Terms and Conditions Sufficient. No Addendum Needed.

DATE: 8/16/2019

DIRECTOR/DEPARTMENT HEAD APPROVAL

The undersigned hereby certifies that he/she has read the contract, understands and approves the contract terms and conditions and further certifies that the contract conforms to the bid specification, if any, and acknowledges that he/she is responsible for administering all terms and conditions.

**DIRECTOR/DEPARTMENT HEAD/DESIGNEE:**

**DEPARTMENT CONTACT:** Alvaro Maldonado

**DEPARTMENT:** Information Technology

**DATE:** 01/01/0001